



Commanding Officer  
Coast Guard Integrated Support  
Command Honolulu

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## ISCHONOINST 1500.1F

### INTEGRATED SUPPORT COMMAND HONOLULU INSTRUCTION 1500.1F

Subj: ISC HONOLULU TRAINING PLAN

- Ref:
- (a) ISC Nonrate Training Plan, ISCHONOINST 1510.1
  - (b) FY04 Class Convening Schedule for Class "A" and "C" Resident and Exportable Training Courses, COMDNOTE 1540
  - (c) ISC Honolulu Customer Handbook
  - (d) Training and Education Manual, COMDTINST M1500.10 (series)
  - (e) U. S. Coast Guard Education Manual, CGI Publication 10460/1560B

1. PURPOSE. This instruction details the Integrated Support Command (ISC) Honolulu's Unit Training Plan, including training goals and record keeping. It also describes the functions of the Unit Training Officer (UTO), Training Board Members, Division and Branch Chiefs, and training presenters. In addition, it identifies Commandant, MLC PAC, and ISC training requirements and the documentation process.
2. ACTION. The ISC Unit Training Officer, Training Board Members, Division and Branch Chiefs, and training presenters shall fulfill their responsibilities as set forth herein.
3. DIRECTIVES AFFECTED. ISCHONOINST 1500.1E is cancelled.
4. DISCUSSION. The purpose of this training plan is to help individuals:
  - a. acquire job skills to perform assigned duties,
  - b. create and maintain an atmosphere and attitude of safety in work and personal habits,
  - c. complete their performance qualifications for advancement,
  - d. improve health and wellness,
  - e. enhance their ability to perform unit missions,

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- f. meet training standards as determined by Commandant and the command, and
- g. gain awareness and exposure to critical quality-of-life issues (Sexual Harassment, Code of Conduct, Suicide Awareness, etc.).

5. PROCEDURES.

- a. Command Training Database. The Command Training Database will be the repository for training accomplished at the ISC. This Billet Control Number (BCN)-based record shall be used to capture all training received by individual members and will be used to formulate the ISC Field Training Budget request for the next fiscal year. In addition to recording accomplished training, the database also lists the training deemed necessary for each ISC employee.
  - (1) The Unit Training Officer will update the database for all attendees after each “All-Hands” training session and all locally scheduled training, e.g. Sexual Harassment Prevention.
  - (2) Division Officers will update the database for Division Training and training requiring TAD orders.
- b. Training Plans. Enclosure (1) provides types of training. The following plans enable ISC to accomplish the training required for each employee.
  - (1) All-Hands Training. The schedule will be attached as enclosure (2) to this Instruction. Unless otherwise directed by the Executive Officer, this training is mandatory for all military personnel and civilian employees. Training sessions shall last approximately 60 minutes cumulatively.
  - (2) Scheduled Training. Scheduled Training is required training not appropriate for All-Hands. It is usually onsite or local training and does not require student travel order or charge tuition fees. This training, enclosure (3), will be arranged by the UTO.
  - (3) Division Training. All Division Officers shall schedule and conduct at least one hour of division-related training each month. Division Training Plans will be used to accomplish training specific to the Division/Branches. These plans will encompass the FY and will be submitted to the UTO prior to the beginning of the FY for which they are intended.
  - (4) Watch Captain Training. The Watch Captain shall schedule and conduct at least one hour of watch-related training each month. These plans will encompass the FY and will be submitted to the UTO prior to the beginning of the FY for which they are intended.
  - (5) Wardroom Training. The Executive Officer (XO) assigns training topics to be presented by an officer or senior civilian employee at the monthly Wardroom

Training. These plans will encompass the FY and will be submitted to the UTO prior to the beginning of the FY for which they are intended.

- (6) XO Breakfast Training. The XO shall schedule and assign specific topics to be discussed at the XO Breakfast Training. These plans will encompass the FY and will be submitted to the UTO prior to the beginning of the FY for which they are intended.
- (7) Nonrate Training. Reference (a) details ISC Honolulu's nonrate training program.
- (8) Other Training Sources. The training venues listed above will not allow us to accomplish all of the training required by the Command Training Database. Submission of a Short-Term Training Request (CG-5223) will be used for all other sources, e.g., Class "C" Schools, CPO Academy.

c. Roles and Responsibilities.

- (1) Unit Training Officer. The Unit Training Officer will develop a schedule of annual unit-wide training to be conducted at monthly "All-Hands" training sessions. Specifically, the Unit Training Officer shall:
  - (a) serve as a member of the ISC Training Board;
  - (b) ensure training is documented and that unit training records (Command Training Database - maintained in the ISC administration branch) are updated after each session; and
  - (c) keep current all Coast Guard military training requirements that may impact the training schedule, and make changes as necessary.
- Training Board. Assignment to the Training Board shall be considered a collateral duty. The Board is comprised of the XO, UTO, and Educational Services Officer (ESO). The Board's primary responsibility is to meet quarterly to develop the unit's short- and long-range training plans and budgets. Additional responsibilities are to:
  - (a) determine availability of ISC training funds,
  - (b) schedule training beneficial to the overall professional and personal growth of ISC personnel, and
  - (c) initiate annual review of command training program, including validation of required training for each billet.
- Division Officers. Division Officers will review their division members training records quarterly to ensure that records are up-to-date. Records must include

training received in-house and from outside sources that will be used for counseling and marking purposes. Additional responsibilities are as follows:

- (a) Ensure attendance by all division personnel (military and civilian) at “All-Hands” training.
  - (b) Develop and use an annual Division training plan.
  - (c) Ensure training data is entered and maintained in the Command Training Database.
  - (d) Process all requests from their Division personnel for training requiring the use of funds or travel prior to submission to the UTO.
  - (e) Ensure their assigned unit instructions are forwarded to the UTO for the coordination of training and inclusion in unit training directives.
  - (f) Assist the Training Board with the annual training program validation.
- Duty Section Watch Captain. The Duty Section Watch Captain will, under the overall guidance of the Watch Coordinator, conduct appropriate duty section training of the OOD, MAA, Facility Watch Standers, and Security Watch Standers.
- Training Presenters. The Training Presenters are the most important factor in providing an effective, quality Training Program. They must be prepared, organized, and informative. They must ensure, to the greatest extent possible, that the content will be well received and retained by trainees. The following guidelines shall be used to achieve this objective:
  - (a) rely on reference material(s) to cover topic,
  - (b) employ visual aids and/or handouts liberally, and
  - (c) use your sense of humor—HAVE FUN.
- Attendance Record. An Attendance Record, enclosure (4), shall be utilized at each training session for personnel to record their name. Administrative Remarks (CG-3307) will be prepared as necessary. Attendance Records are the basis for data entry into the Command Training Database. Attendance Records shall be kept on file for a period of two years. The Unit Training Officer will maintain All Hands training attendance records. The Division will maintain division training attendance records.

6. CHANGES. Enclosure (2), All Hands Training Schedule, will be revised each subsequent fiscal year by the Training Board.
7. POINT OF CONTACT. The point of contact for training issues is the Command Master Chief, who serves as the Unit Training Officer.

C. J. CONKLIN

Encl: (1) Types of Training  
(2) Current FY All-Hands Training Topics Schedule  
(3) Scheduled Training  
(4) Wardroom Training Schedule  
(5) XO's Breakfast Training Schedule

## TYPES OF TRAINING

- a. **Class “A” Schools.** There are 24 enlisted ratings that have “A” schools. Prerequisites, class convening dates, and application procedures are found in reference (b), which can be located in Customer Services and the Training Branch of ISC.
- b. **Class “C” Schools.** There are 25 different subject categories of resident and exportable training courses. Prerequisites, class convening dates, and application procedures are found in reference (b), which can be located in Customer Services and the Training Branch of ISC.
- c. **Specialized Training.** This is training for both civilian and military personnel, which is job critical or unit mission essential and not offered by Coast Guard or DOD training facilities. Supervisors determine specific training requirements and applications submitted in accordance with procedures found in reference (c).
- d. **PACAREA and MLC PAC Training.** LE Team, SAT visits, STAN Team, Medical Quality Assurance visits, etc., are different types of training that may become available. Personnel will be advised about dates, qualifications, and application procedures by POW or email.
- e. **Local DOD Schools.** These are short-term, one-day to one-week schools on a variety of topics, usually presented at Pearl Harbor. Hawaii Joint Training Board flyers and ALLNAVACTS messages will be distributed to Division Chiefs for information. Contact ISC Training Branch (pf) to receive application procedures.
- f. **Civilian Personnel Training.** Opportunities for civilian personnel training are frequently coordinated and funded by HQ, MLC PAC, and various federal agencies throughout the year. Civilian personnel can request quotas by submitting SF-182 forms via the Command Staff Advisor, Mrs. Maria Hernandez at CCGD14 (ap).
- g. **Standard Workstation Classes.** ESU Honolulu offers class vouchers for Standard Workstation Classes.
- h. **Local Training.** Sponsored locally by the command on a duty, division, and branch basis.
- i. **Off-duty Educational Services.** Evaluation of resident and nonresident training, computerized education evaluations, assisted search for full-time colleges scholarship, grant and loan assistance, tuition assistance, college-level examinations, college courses on video and audio cassette, and independent study/external degree programs are just a few of the services provided by the ISC Training Branch (pf). Specific information can be located in reference (d) and (e).

<b>FY04 ALL-HANDS TRAINING SCHEDULE</b>	
<b><u>OCT 2003</u></b> <ul style="list-style-type: none"> <li>• Legal Services</li> <li>• Family Advocacy Support (FAS)</li> </ul>	<b><u>APR 2004</u></b> <ul style="list-style-type: none"> <li>• Child Abuse Prevention (FAS)</li> <li>• Savings Bond Campaign</li> </ul>
<b><u>NOV 2003</u></b> <ul style="list-style-type: none"> <li>• Traffic Safety</li> <li>• Suicide Abuse Prevention (SAPS)</li> </ul>	<b><u>MAY 2004</u></b> <ul style="list-style-type: none"> <li>• Hurricane Preparedness</li> <li>• Voting Assistance</li> </ul>
<b><u>DEC 2003</u></b> <ul style="list-style-type: none"> <li>• Pre-Incident CISM (EAPC)</li> <li>• HAZCOM</li> </ul>	<b><u>JUN 2004</u></b> <ul style="list-style-type: none"> <li>• Educational Services</li> <li>• Security Refresher</li> </ul>
<b><u>JAN 2004</u></b> <ul style="list-style-type: none"> <li>• Special Needs Program (FRS)</li> <li>• First Aid</li> </ul>	<b><u>JUL 2004</u></b> <ul style="list-style-type: none"> <li>• Drug and Alcohol Awareness</li> <li>• Workplace Violence Awareness (EAPC)</li> </ul>
<b><u>FEB 2004</u></b> <ul style="list-style-type: none"> <li>• AIS Security</li> <li>• CG Mutual Assistance Program</li> <li>• Health Promotion Program (HPM)</li> </ul>	<b><u>AUG 2004</u></b> <ul style="list-style-type: none"> <li>• Fire Safety</li> <li>• Community Relations/Meeting the Media</li> </ul>
<b><u>MAR 2004</u></b> <ul style="list-style-type: none"> <li>• Suicide Awareness and Prevention (EAPC)</li> <li>• Mishap Reporting</li> </ul>	<b><u>SEP 2004</u></b> <ul style="list-style-type: none"> <li>• CFC</li> <li>• Government Charge Card Program</li> </ul>

<b>ALL HANDS TRAINING</b>				
<b>#</b>	<b>Description</b>	<b>Frequency</b>	<b>Reference</b>	<b>Provider</b>
1	Hurricane Preparedness	Annually	Unit Required	Asst. EO or Civil Defense
2	AIS Security	Annually	CIM 5500.13(series)	ESU Honolulu
3	Community Relations	Annually	CIM 5728.2(series) Chap 3	PA Officer
5	Mishap Reporting	Annually	Unit Required (M5100.47)	Unit Safety Coordinator
6	Mutual Assistance Program (Do in conjunction with annual drive)	Annually	Unit Required	Unit Coordinator
7	Public Affairs/Meeting the Media	Annually	PA Manual, Para 2.C.3.6	PA Officer
8	HAZCOM	Annually	CI 6260.21(series) Para 7.B	Unit Safety Coordinator
9	Workplace Violence Awareness and Prevention	Annually	CI M5370.1, Para 9.C. (2)	Work-Life Staff
10	Traffic Safety	Annually	CIM 5100.47, Chap 19	(ks)
11	Drug and Alcohol Awareness	Annually	CI M1000.6(series), Para 20.A.3.D and CIM 6200.1	CDAR
12	Fire Safety	Annually	CIM 5100.47	(ks)
13	Educational Services	Annually	Unit Required	ESO or CDA
14	Voting Assistance	Annually	CIM 1743.3(series), and CIM 1000.6A, Para 16-B-6	ESO
15	Health Promotion Program	Annually	CIM 6200.1(series), Para 1.G	Work-Life Staff's HPM and Unit HPCs
16	Family Advocacy Support	Annually (OCT)	CI 1750.7(series), Para 7.D.10	Work-Life Staff's FAS
17	Child Abuse Prevention	Annually (APR)	CI 1750.7(series), Para 7.D.10	Work-Life Staff's FAS
18	Security Refresher Training *	Annually	CIM 5528.1(series), Para 3.C.6 and CIM 5510.23	CSO
19	Special Needs Program	Annually	CI 1754.12(series), Paras 6.C.4 and 6.F.7	Work-Life Staff
20	Combined Federal Campaign	Annually (SEP)	Unit Required	Unit Coordinator



21	Critical Incident Stress Management (CISM) (Pre-incident)	Biennial	CI 1754.3, Para 9-B and 11-G	Work-Life Staff
22	Legal Services	Annual	Unit Required	D14 (I)
23	Government Charge Card Program	Annual	Unit Required	Unit Charge Card Coordinator
24	Saving Bond Campaign	Annual (APR)	Unit Required	Unit Coordinator
25	Suicide Awareness and Prevention	Annually	CI 1734.1(series), Para 7.F	Work-Life Staff
26	First Aid and Medical Services	Annual	Unit Required	(k)

- - Once a year, all personnel shall be given a refresher briefing. The briefing may address general security matters, changes in policies or procedures, specific problem areas, etc., but shall be tailored to the specific needs of the target audience.

Note 1: This schedule reflects the unit training changes instituted by ALCOAST 155/01 and are still in effect.

<b>SCHEDULED TRAINING (Not appropriate for All Hands)</b>				
#	Description	Frequency	Reference	Provider
1	Sexual Harassment Prevention System	Annually	CI 5350.4, Para 1.H.4	MCRC/F
2	Human Relations Awareness	Triennially	CI 5350.4, Para 1.H.3	MCRC/F
3	SAFE Awareness, 2 hour session	Supervisors – tri-annually,  all others – once during career	CIM 6200.1, Para 2.E.4, 5 and 6	APS – HSC Friedman
	SAFE for Supervisors, 4 hour session			
	SAFE for Managers, 2-hour session			
4	Leadership and Management School (LAMS)	Annually	CN 1540	TQC Staff
5	PREVENT (Personal Responsibility and Values: Education and Training)	As required for E-2s and E-3s	Unit Required	CAC Pearl Harbor
6	Sponsor Program	Annually	CIM 1000.6(series), Para 4.A.15	Work-Life Staff
7	Transportation of HHGs (personnel being transferred)	Semi-annual	CIM 4050.6	Transportation Staff
8	Fire Drills	Semi-annual	Unit Required	Unit Fire Marshall
9	Assignment Year	(e-mail/POW)	CIM 1000.6(series), Para 4.C.1.b	CDA or EPM annual visit
10	Use of Gov't Office Equipment	Annually (via e-mail)	Unit Required	Admin
11	UCMJ/Article 137 (Sexual/Homosexual Conduct Policies)	Reenlistment (Document on CG-3307)	CIM 1000.6(series), Para 8-A-3 and 4	Admin Officer
12	Rape or Sexual Assault	Once during tour	CI 1754.10 (series) Para 8.C.7	Work-Life Staff's EAPC
13	Uniform Regulations	Quarterly (POW)	CIM 1020.6(series)	CMC
14	Military Customs and Courtesies	Quarterly (POW)	CIM 5060.11(series)	Admin
14	Nutrition and Weight Management	Quarterly	CIM 6200.1	Work-Life Staff's HPM/Unit HPC'S
16	Dangers in Paradise (primarily for newly transferred, young singles)	Annually (in SEP)	Tradition	MAA,MP,SP, HPD

17	Off Duty Employment	Semi-Annually (POW)	CIM 1000.6(series) Para 16.E.2.a	ADMIN
18	Asbestos (Engineering EO, EPM, HAZWASTE Operations)	Annually	CIM 6260.16(series), 1910-1926 40CFR	Unit Safety Coordinator
19	Blood borne Pathogen (All clinic workers)	Annually	IAW BBP Control Plan	CMD Medical Officer
20	Confined Spaces (shore) (CS Supervisor, attendants, entrants)	Annual	IAW 1910.146	Unit Safety Coordinator
21	Fit Test (Respirator) (All users)	Annual	IAW SEHP M6260.2(series)	Unit Safety Coordinator
22	Food borne Illness (All clinic and food service personnel)	Annual	IAW SEHP M6240.4	D14 Safety & Environmental Coordinator
23	Food Service Sanitation (All food service personnel)	Annual	M6240.4	Food Service Supervisor
24	HAZWOPER (All HAZMAT personnel)	Annual	1910.12	Unit Safety Coordinator
25	HAZWAST (storage facility operator)	Annual	DOT/EPA/OSHA Code of federal reg. And CIM 16478.1B	Environmental Protection Specialist
26	HAZMAT Coordinator (Environmental Program Manager)	Initial	DOT/EPA/OSHA Code of federal reg.	
27	Lead (PAR, HAZWASTE Operations, Environmental Program Manager)	Annual	CIM 1910	Unit Safety Coordinator
28	Lockout/Tag out (Engineering Division)	Initial	CIM 1910	Unit Safety Coordinator
29	Medical Waste (all clinic workers)	Annual	CIM 6000.1	Clinic Petty Officer
30	Noise (HCP) (all occupationally exposed)	Annual	IAW SEHP M5100.47	Clinic Petty Officer
31	Pest Control (all applicators)	Initial	CIM 5100.47	Unit Safety Coordinator
32	PPE (all users)	Initial	CIM 1910	Unit Safety Coordinator
33	Power-actuated tools (tool users)	Initial	1926.30	Unit Safety Coordinator
34	Respiratory Protection (all respirator users)	Annual	CIM 6260.2	Unit Safety Coordinator
35	Spill Plan (Weight Handling Equipment)	Annual	CIM 16478.1	Environmental Protection Specialist

Encl (3) to ISCHONOINST 1500.1E

36	Forklift/Crane operators	Annual	M11130.11	Unit Safety Coordinator
37	Postal Services	Annually	M5110.1	FS
38	Hazing Awareness	Annual	CIM 1000.6(series) 8.J.3.b	Division Supervisors
39	Privacy & Freedom of Information Act (FOIA)	As needed	CIM 5260.3	Unit FOIA Officer
40	Interpersonal Relationship	Annual	CIM 1000.6(series)	Division Supervisors
41	Emergency Action Plan	Annual	M5510.23	Division Officers

**WARDROOM TRAINING PLAN FOR FY04**

**October**

Rescheduled for December

**November**

**Civilian Positions** – Reprogramming, upgrading, and creation of same.

**Presenter** – Ms. Hernandez

**December**

**FY03 Fallout Fund Execution** – Lessons Learned

**Presenter** - LTJG Daniel

**January**

**Business Planning** – Critical analytical tool or business process that doesn't translate in a military environment?

**Presenter** – LCDR Jones

**February** (Computer Lab)

**LUFS NT** – Show us the process from PR originator to liquidation. What management info does it contain?

**Presenter** – Mrs. Bender

**March** (Computer Lab)

**CGHRMS** – What is available now? Walk us through functions we should know and perform.

**Presenter** - CWO Fisher

**WARDROOM TRAINING PLAN FOR FY04 (cont.)**

**April**

**Civilian Personnel Management** – Leave, reward/recognition, what motivates our civilians?

**Presenter** – Mr. Erickson

**May**

**MAC Flights** – What's the process? Where are the key MAC points and what are their primary routes?

**Presenter** - Mr. Cabais

**June**

**Family Violence Case Management** – What is the supervisor's role? Describe your interactions with the command and the associated paperwork.

**Presenter** – Mr. Norton

**July**

**Leadership Discussion**

**Presenter** – ENS Nguyen

**August**

**PDES Process** – Meeting command responsibilities.

**Presenter** – CDR Shen, M.D.

**September**

**Meet the MSST** – Who are they and what do they do?

**Presenter** – MSST Executive Officer

**XO'S BREAKFAST TRAINING PLAN FOR FY04**

**October**

**Open**

**Presenter – Open**

**November**

**Personnel Retention Best Practices**

**Presenters – FSC See**

**December**

**Military Justice/Search and Seizure**

**Presenter – D14 Legal**

**January**

**CG Drug and Alcohol Program -** What does the administrative guidance tell us?  
What should our CDAR be doing?

**Presenters – CWO Fisher and HSC Payne**

**February**

**CG Housing –** How do we manage CG Housing  
(procedures/eligibility/organization/maintenance/security/TLA)? How do we  
address neighbor problems? What is the sponsoring command's role? What is  
impact of PPV?

**Presenter – Mrs. Baker and LCDR Rendon**

**March**

**Computer Procurement/CASREPs**

**Presenter – LCDR Sanders**

**XO'S BREAKFAST TRAINING PLAN FOR FY04 (cont.)**

**April**

**CG Civil Rights Program** – What should an XO know?

**Presenter** – D14 Civil Rights Officer

**May**

**Command Master Chiefs Issues**

**Presenter** – MCPO Isherwood/MCPO Brown

**June**

**Morale and CGES** – What's the relationship between CGES, MWR and the unit morale fund? What services are available from CG and DOD?

**Presenter** – LCDR Yensz

**July**

**Online information** – What's available via the CG intranet and the standard image (local and CG applications) to help XO's do their job?

**Presenter** – CWO4 Cooper (ISC ESO)

**August**

**Finance / FY Closeout Procedures**

**Presenter** – LCDR Yensz

**September**

**CG Reserve (current issues/drills)** - What are the current issues? What are the purposes of the different reserve accounts? Provide local examples that help XO's understand when use of the different accounts is appropriate. Explain parameters of use of monthly drills and summer training.

**Presenter** – LTJG Leshnover